



[Download Brochure](#) | [Inquiry](#) | [Registration Online](#) | [Download Registration Form](#)



**Date : To be Advised**

**Time: 9am-5pm**

**Duration: 3 Days /18 Hours**

**Venue 1: Bandar Puteri Puchong, Selangor, Malaysia**

**Venue 2: Plaza Mahkota, Melaka, Malaysia**

### Why and for who?

This is for advanced user who:

- has been using Excel for a substantial length of time and wants to automate spreadsheets, writes own functions and procedures
- wants to explore the VBA language
- wants to write programs to ensure that future editing, amending or updating can be carried out with the minimum of effort
- wants to learn steps to create custom solutions with VBA in Excel

### What will you learn?

The following topics will be covered during the workshop, and the Payroll system will be developed through the workshop.

#### Making a Macro Do Simple Task

- Recording a Macro
- Running a Macro
- Editing a Macro
- Adding a Macro to a Toolbar

#### Making a Macro Do Complex Task

- Create a Simple Payroll System
- Testing the Completed Macro

#### Making a Macro Do Repetitive Task

- Repeating an Action with a Macro
- Interacting with Users
- Making Decision

#### Introduction to VBA

#### Creating a Package Applicatio

- Packaging the Payroll Application

#### Collection Object and Object

- Object & Collections
- Object Hierarchy
- Referencing an Object
- Properties of an Object
- Methods of an Object
- Exploring Workbooks Collection Object
- Exploring Workbooks Object
- Exploring Worksheets Objects

#### Exploring Range Object

- Referencing a Range Object
- Range Properties and Methods

- What is Visual Basic Editor
- What is Object Browser
- What is Project Explorer
- The Code Window
- The Properties Window
- Debugging Tools

### UserForm and ActiveX Controls

- Working with Userforms
- Working with ActiveX Controls
- Exploring ActiveX Controls
- Creating Employee Leave Application Userform
- Creating Employee Payroll System Userform

### Exploring Excel Controls

- **Developing Employee Leave Application System**  
Adding VB Code to the Userform Testing Employee Leave Application

### Exploring Name Object

- Names Collection Object
- Name Object

### Visual Basic Modules and Procedures

- Structure of a Module
- Procedures
- Creating Procedures
- Calling Procedures
- Procedures with Arguments
- Constants and Variables
- Specifying Scope
- Writing Visual Basic Statement
- With..End With
- Handling Run-time Errors

### Visual Basic Control Structure

- Making Decisions
- Looping
- Nesting Control Structures
- Exiting Loop and Procedure

## Workshop Projects

During the training, you will be building the following application:

- **Leave Application -**
  - ~ System allows employee to apply leave via Form, and calculates remaining leaves available.
  - ~ Data will automatically be updated to the Excel worksheets
- **Payroll Application -**
  - ~ System able to calculate salary with EPF, SOCSO, and prints out the payslips for all employees at once or only a selected employee.

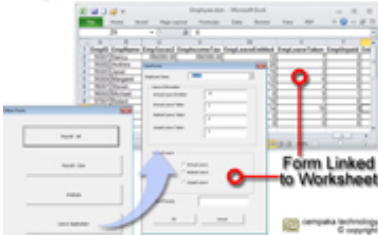
Using Excel VBA to Build Payroll System



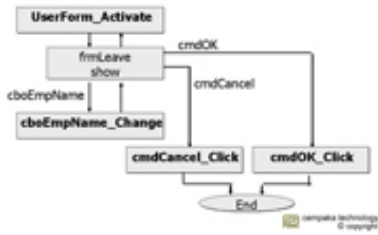
Using Excel VBA to Build Payroll System



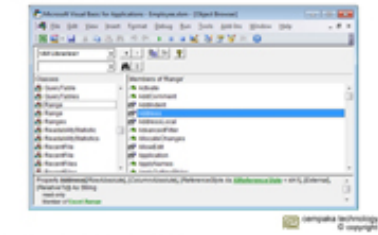
**Using Excel VBA to Build Leave Application**



**Leave Application System**



**Object Browser**



**Leave Application Form**



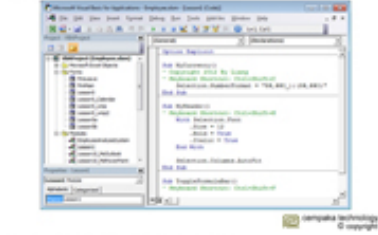
**Object Hierarchy**



**A Packaged Application**



**Visual Basic Editor**



**UserForm & ActiveX Controls**



**Collections**



**What will you receive?**

For every entolment, the participant will get

- Our Microsoft Excel VB handouts and exercises
- CD with the sample codes
  - ~ Payroll System created during the Workshop
  - ~ Converting Number to Text
  - ~ Calculating the Number of Days, Months & Years between two Dates



**Pusat Latihan Komputer Cempaka  
~Your HRDC Premiere Training Provider~**

Call Cemtech now at 03-80684461 or 06-2835955 to reserve a seat(s) for the above course!

All course fees are 100% claimable from PSMB-HRDF!

**Any inquiry please [click here](#).Registration online,please [click here](#).**

**Head Office:**

1-28, Jalan PM4, Plaza Mahkota,  
Bandar Hilir,  
75000 **Melaka**.  
Tel: 06-2835955 Fax: 06-2845955

**Branch:**

64-2, Jalan Puteri 2/2,  
Bandar Puteri Puchong,  
47100 **Puchong**, Selangor.  
Tel:03-80684461 Fax:03-80684240

Website: <http://www.cemtech.edu.my>